

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (2-PAGES) (REV. 01/10)

CLASSIFICATION Environmental Scientist (Specialist)		POSITION NUMBER 530-001-0762-xxx	MCR	RPA # DSC21-036B
APPOINTEE Vacant		EFFECTIVE DATE	DIVISION/SECTION Delta Science Program	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R10				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Henry DeBey	SUPERVISOR'S CLASSIFICATION Env. Program Manager I	
APPROVED BY (Personnel Officer or Personnel Analyst's Name) Debbie Mininfield			DATE 06-01-2021	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under close supervision of the Environmental Program Manager, the incumbent is responsible for performing activities that support the mission of the Delta Science Program with an emphasis on implementation of the Delta Science Plan and associated activities.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
35% (E)	Works with agency and stakeholder leaders to implement the 2019 Delta Science Plan and supports development and publishing of the next Delta Science Plan: a collaboratively-developed document that outlines the vision, principles and approaches for integrating and coordinating science in the Delta. Helps to coordinate and align the Delta Science Plan with other Science Program or parallel initiatives including the Science Action Agenda and Delta Science Tracker.			
20% (E)	Supports the promotion and facilitation of independent peer reviews and advice panels of State or Federal Agency science or plans to ensure the provision of best possible science to management. Works with the Program Manager for Science Funding to ensure that peer reviews are carried out according to relevant policies, procedures and best practices.			
20% (E)	Participates in developing, implementing and or administering research grant and science fellowship solicitations related to implementation of selected elements in the Science Action Agenda, including evaluation of scopes of work for grant agreements and amendments. Participates in the organization of the proposal or application review and selection processes. Coordinates with funding and program implementation partners. Works with administrative staff to track and record grant progress including the verification of technical accomplishments and deliverables. Tracks implementation and outcomes of research grants and fellowships. Coordinates with grant recipients to plan workshops to communicate research findings to stakeholders. Manages research data and develops reports on these programs.			
15% (E)	Performs other Delta Science Program implementation tasks. These may include: meeting with Science Program staff and management to communicate activities, coordinate internal Delta Science Program activities, and establish work priorities; inter-agency coordination; analysis and synthesis; science communication; reports to the Council; K through 12 Delta curriculum development.			
10% (E)	Serves as a Delta Science Program liaison to collaborative groups, possibly including the California Water Quality Monitoring Council, Collaborative Adaptive Management Team, and or Inter-agency Ecological Program. Represents the Delta Science Program and or plans Delta-relevant projects or workshops initiated by State agencies, Federal agencies, and other institutions and organizations.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Henry DeBey		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Environmental Scientist (Specialist)		POSITION NUMBER 530-001-0762-xxx	MCR	RPA # DSC21-036B
APPOINTEE Vacant		DIVISION/SECTION Delta Science Program		
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
	<p>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS</p> <p>Knowledge Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to work effectively with a wide range of agency representative and stakeholders is required. • Knowledge of one or more scientific disciplines related to social science including anthropology, economics, geography, law, political science, or sociology, or natural science including physics, chemistry, geology, biology, or ecology. • Skill in writing clear, accurate, and concise science-related articles for a variety of audiences is highly desirable. These audiences may include: legislators and other policy makers, stakeholders, the water-aware public, scientists, the news media and government officials. • Knowledge of the legislative process and the environmental programs and policies of the state is desirable. • Knowledge or experience working on tribal consultation and governance is desirable. • Critical reasoning skills and sound judgment is required. • A bachelors or advanced degree with a major in a biological, chemical, physical, or environmental science or a closely water-related scientific discipline is required. 			

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Environmental Scientist (Specialist)		POSITION NUMBER 530-001-0762-xxx	MCR 	RPA # DSC21-036B
APPOINTEE Vacant		DIVISION/SECTION Delta Science Program		
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
	<p>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS (CONTINUED)</p> <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Ability to work well independently and as a team member • Ability to gain and maintain the confidence and cooperation of those contacted during the course of work • Ability to interact with various levels of staff, management, stakeholders and implementing agencies in a professional and courteous manner <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Appropriate attire for professional office environment • Ability to sit in a normal seated position for extended periods of time • Manage multiple priorities effectively and meet deadlines • Meet short processing timelines when necessary • Handle varying and sometimes large workload volumes • Ability to remain calm during stressful situations • Ability to effectively handle multiple tasks and changing priorities. <p>PERSONAL CONTACTS</p> <ul style="list-style-type: none"> • Liaison with state and federal implementing agency staff, including program managers and directors. • Other local, state and federal governmental agencies, stakeholders, legislators, and the public. <p>SUPERVISION RECEIVED</p> <p>The incumbent works under direction from the Program Manager II.</p> <p>SUPERVISION EXERCISED</p> <p>None - may be assigned lead responsibility for a specific project or program function.</p>			